

HOW TO REQUEST AN APPLICATION PACKAGE TO BE AN AUTHORIZED VENDOR

The following information applies only to vendor applicants that do not currently have a store authorized to accept WIC food instruments. If you wish to request an application to add a store under an existing Vendor Agreement, please contact your WIC Vendor Consultant.

Important: Vendor authorization for a store is not transferable. If an authorized vendor store is sold to new owners, the Vendor Agreement for the old owners is terminated and the new owners of the store must apply for authorization. The owners of the store currently authorized to accept WIC food instruments cannot apply for authorization for the new owners.

Submit to the WIC Branch the following information in writing (please print clearly or type):

1. The store's name
2. The store's address
3. The store's mailing address if different from #2, above
4. A contact person name and telephone number

FAX Number: (916) 928-0608 Attention: Antonia Romeo

Mailing Address:

WIC Supplemental Nutrition Branch
Food Management and Integrity Section
3901 Lennane Drive
Sacramento, CA 95834
Attention: New Vendor Applications, Antonia Romeo

Application packages will be mailed out within 10 business days of receipt of written request.